View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

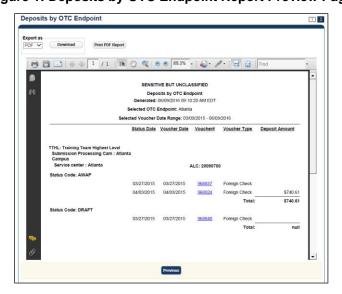
- 1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, select **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* parameters page appears.
- 3. Enter your search criteria.
 - Select the **Organization**, required
 - Select the ALC (Agency Location Code)
 - Enter the From: and To: Voucher Date range
 - Enter the From: and To: Deposit Total range
 - Select Yes or No for Report With Children



Application Tips

- The date range for Voucher Date cannot exceed 15 months.
- Select **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower-level OTC Endpoints.
- Select No for Report With Children to generate a report that contains data only for the selected OTC Endpoint.
- 4. Select an OTC Endpoint to initiate the report. The *Deposits by OTC Endpoint* preview page appears as shown in Figure 1.

Figure 1: Deposits by OTC Endpoint Report Preview Page





Application Tips

- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.
- 5. Under Export as, you have the following options:
 - Select **PDF**, **Excel** or **Word format**
 - Select **Download**

Or

• Select Print PDF Report



Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the *Historical Reports* page (Home>Reports>Scheduled Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.



Additional Button

Select **Previous** to return to the previous page.